myPortfolio - Creating a View in myPortfolio
[Note: The Leuphana e-portfolio portal is called myPortfolio based on Mahara (software).]

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Groups
Every myPortfolio user can create groups and invite or add other myPortfolio users to the group. To create a group, go to "My Groups" in the "Join" section and then click on Create Group.
myPortfolio groups have the following areas:

- About (start and overview page)
- Members (overview of members, roles)
- Forums (exchange in forums)
- Views and collections (for creating and editing shared views and collections)
- Blogs (to capture thoughts in the form of blog entries)
- Share (to share group views)
- Files (for uploading and storing shared files)

In groups that you create yourself, members can either be administrators of the group or participants. A "group founder" is automatically the administrator of the group, and members who join the group are participants. In the 'Members' section, the roles of the members can be viewed. Administrators can assign a different role to members if necessary.
Creating a Group

1. In the "Join" section, go to "My groups" and click on "Create group".

2. Enter the name of the group and a description if necessary. In the Settings section you can determine, for example, whether your group is freely accessible or whether participants must be confirmed or even invited by you. You can also define which participants are allowed to edit the content of the group, from which start date they are going to be allowed and which notifications should be sent.
## Einstellungen

### Mitgliedschaft

<table>
<thead>
<tr>
<th>Offen</th>
<th>Ja</th>
</tr>
</thead>
</table>

Benutzer können der Gruppe beitreten, ohne die Zustimmung eines Gruppenadministrativen.

<table>
<thead>
<tr>
<th>Anfragen</th>
<th>Ja</th>
</tr>
</thead>
</table>

Benutzer können an die aktuelle Gruppenadministration eine Anfrage auf Mitgliedschaft schicken.

<table>
<thead>
<tr>
<th>Einladungen von Kontakten</th>
<th>Nein</th>
</tr>
</thead>
</table>


<table>
<thead>
<tr>
<th>Empfehlungen</th>
<th>Ja</th>
</tr>
</thead>
</table>

Erlauben Sie Mitgliedern ihren Freunden eine Empfehlung dieser Gruppe beizutreten zu senden über einen Button auf der Gruppenkonsolle.
3. By clicking on "Save group" your group is now created and you are on the "About us" page of the created group.

![Image of group setup page]

**Note:** All your groups are listed under their name on the home page. If you are an administrator of a group, this is shown in parentheses. Click on the group name to go directly to the group. Group invitations can be found under your name on the home page, click on it to go to the page where you can accept or decline them.
**Settings of a Group**

Below, the options within the setting categories that you can make as a group administrator are listed and explained.

In order to get there, go to: Groups → My Groups → Settings

or alternatively: Groups → My groups → Click on group name → Settings

<table>
<thead>
<tr>
<th>Option</th>
<th>Meaning</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Open</strong></td>
<td>Open membership</td>
<td>Any myPortfolio user can join the group without the approval of a group administrator.</td>
</tr>
<tr>
<td><strong>Requests</strong></td>
<td>Requesting access to a group</td>
<td>myPortfolio users can send a membership request. Group administrators can agree or decline the request.</td>
</tr>
<tr>
<td><strong>Invitation</strong></td>
<td>Participants can be in invited to a group</td>
<td>Once the option is selected, members can invite their contacts to the group. Group administrators can also invite users at any time.</td>
</tr>
<tr>
<td><strong>Suggestion</strong></td>
<td>Suggestion</td>
<td>Once the option is selected, members can easily invite their contacts using a button on the “About” page of the group.</td>
</tr>
<tr>
<td><strong>No Option Selected</strong></td>
<td>Only invitations</td>
<td>myPortfolio users can only join the group if they have received an invitation (from an administrator).</td>
</tr>
</tbody>
</table>

You can define who is allowed to create and edit views in the group area in the settings under "Content" → "Create and edit". There are three options to choose from:

<table>
<thead>
<tr>
<th>Option/ Settings</th>
<th>Meaning</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>All Group Members</strong></td>
<td>All group members can create and edit views.</td>
</tr>
<tr>
<td><strong>Everyone Except Participants</strong></td>
<td>All group members, except participants, can create and edit views.</td>
</tr>
<tr>
<td><strong>Group Administrator(s)</strong></td>
<td>Only group administrators can create views.</td>
</tr>
</tbody>
</table>

Under the "Content" section, you can check the "Participation Report" option, which provides group administrators with a report of group views, views shared with the group, and information about who commented views or gave feedback.

In the "Editability" section, you can define a start time and/or end time if necessary. This determines how long or from/to when group members can make changes in the group (upload files, edit views, etc.).

Under "General" you can define settings, e.g. who should be notified when a new view is shared within the group or when a new comment is added:

- No one
- All group members
- Everyone except for participants
- Group administrator(s)
Inviting myPortfolio Users to a Group / adding Them to a Group

As an administrator, you can invite myPortfolio users to your group or add them to it.

**Invite / Add via Profile**

If you want to invite / add a single person to a group, you can do this via the profile of the person:

1. Go to the profile of the person. If necessary, first search for the person using the search bar (top right). Click on the person's name or profile picture to go to their profile.
2. In the upper area of the profile you can now select the group to which the person is to be invited or to which the person is to be added.
Sending Multiple Invitations

If you want to invite several people to a group, you can do so within the group, in the *Members* area:

1. Click on "send multiple invitations at once" in the *Members* section of your group.

2. Now, use the search field (below) or the "Possible members" list (left) to search for people who should receive an invitation. Double-click on a name to add the person to the list of users that are going to be invited. Alternatively, you can select the person in the list on the left by clicking on him/her and add him/her to the list on the right, using the arrow >.

3. Click on "Send" to send invitations to the users you have included in the list on the right. A confirmation that invitations have been sent will be displayed. Invitations that are still pending, i.e. have not yet been confirmed, can be found in the *Members* section.
Confirming Group Invitations

If you have been invited to a group, you will find the group invitation under your name on the home page. Click on it and confirm the invitation by clicking on "Confirm."

Forums
In the group area "Forums," you can create forums ("discussion rooms") for specific topics.

Creating a Forum
1. Go to "+ New Forum" in the Forum section
2. Assign a title for the forum, add a description and set the mode of the forum.

3. By clicking on "Settings," you can also make settings for the forum. Explanations can be found in the following table:

<table>
<thead>
<tr>
<th>Option/ Setting</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Register Users Automatically?</td>
<td>If you want group members to automatically receive all posts in the forum, i.e. to have subscribed to the forum, activate this option. However, group members can unsubscribe from the forum and turn off your initial setting.</td>
</tr>
<tr>
<td>Order</td>
<td>Select the location in the order in which you want the forum to appear. Here you have the option of placing the forum before or after the &quot;General Discussion&quot; forum.</td>
</tr>
<tr>
<td>Host(s)</td>
<td>You can make people host of the forum. Then, they can edit or delete posts, for example.</td>
</tr>
<tr>
<td>Who Can Create Discussion Topics?</td>
<td><strong>Option 1:</strong> Each group member can start new discussion topics and respond to existing topics. <strong>Option 2:</strong> Only hosts and group administrators can start new discussion topics, but if a topic has been posted, anyone can reply to it.</td>
</tr>
<tr>
<td>Closing New Topics</td>
<td>When this option is set, new topics in this forum are closed by default. Only hosts and group administrators can edit threads.</td>
</tr>
</tbody>
</table>
Writing a Post in the Forum

1. In the "Forums" section, click on the name of the relevant forum and then on "New discussion topic."

2. Enter a subject line and your message. If applicable, specify it as a affixed topic or a closed topic and whether you want to send a message now (and not after a few minutes). Finally, click on "Send post."

[*Affixed topics* are listed at the top of the discussion topics. "Closed" (identified by the lock icon [🔒]) can only be edited by administrators].

Responding to Forum Posts

1. Go to the relevant forum in the Forums section. Click on the name of the discussion topic and then on "Reply."
2. Write your message and send it via "send." Your reply will now appear below the post you replied to. You have the option to edit the post, reply to it or delete it.
Discussion Topics
Under the tab "Join" you will find your "Discussion Topics".

Here, you see an overview of the different forum entries within your groups. In the left column you will find the respective discussion topic of the group, a short preview of the post and more detailed information about the creation of the post (date, number of posts etc.). The contributions are arranged chronologically, starting with the most recent entry.

If you have any questions or suggestions, please contact Rosa Arnold (Tel: +49.4131.677-1556 or rosa.arnold@leuphana.de), Digital Learning Specialist of the Leuphana Teaching Service.